

MEMORANDUM

June 28, 2007

To: State Records Commission

From: Richard Wang

Re: New Disposition Statement for Ceremonial/Honorary Artifacts Materials

Based on a decision made by the Archives' Acquisition Committee, it is recommended that a new statement be added to the bullet relating to records-related materials that are exempted from the disposition requirements (bold and underlined denote the addition):

Certain records and record-related materials need not be retained as records under the disposition requirements in this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period require; (2) catalogs, trade journals, and other publication received that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short term internal purposes that may include, but are not limited to: telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information purposes but not needed by the receiving office for future business; and internal communications about social activities. **(5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff.**